



**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
DOMESTIC WORKER NOTIFICATION OF ARRIVAL**

**Instructions:** Please email this form to [domesticworkers@state.gov](mailto:domesticworkers@state.gov) no later than 5 days after the arrival of a domestic worker employed by a mission member.

**Embassy/OAS Mission/International Organization** Click here to enter mission.

Contact Name Click here to enter name.

Telephone Number Click here to enter phone number.

Email Click here to enter email.

**Domestic Worker Information**

Surname Click here to enter surname.

Given Click here to enter given name.

PID Number Click here to enter PID.

Date Visa Issued Click here to enter a date.

Visa Foil Number Click here to enter text.

Date Arrived Click here to enter a date.

City of First Entry to the United States Click here to enter arrival port.

I-94 Expiration date Click here to enter I-94 date.

Duty Address Click here to enter residence of employer.

Will the domestic worker reside at the duty address? ☐ Yes ☐ No

If no, please provide his/her residential address. Please provide.

Does the domestic worker speak English well? ☐ Yes ☐ No

If no, what is the preferred language of communication? Please provide.

**FOR A-3 AND G-5 VISA HOLDERS IN THE WASHINGTON, D.C. AREA**

**In-Person Registration Program Appointment:** A domestic worker holding an A-3 or G-5 visa is required to be registered by the Department of State's Office of the Chief of Protocol within 30 days of arrival in the United States. Upon receipt of this Notification of Arrival, the Office of the Chief of Protocol will work with the Embassy or International Organization on scheduling the registration appointment. Foreign Mission and International Organization employers are requested to facilitate the domestic worker's timely arrival for the scheduled appointment. **Registration appointments are mandatory.**

In-Person Registration appointments are conducted at the Department of State's Office of the Chief of Protocol located at 3507 International Place NW, Washington DC. Domestic workers should plan to arrive 5 minutes before their scheduled appointment time and bring the following three items:

1. her/his passport;
2. a copy of her/his signed employment contract; and
3. verification of a U.S. bank account in her/his name only.

More information on the registration process is available on the S/CPR website. Email queries regarding registration can be directed to [Domesticworkers@state.gov](mailto:Domesticworkers@state.gov).